

REQ^UEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

415

PAGE
NO.

1 (210)

Requesting Agency

BALTIMORE CITY, SUPREME BENCH

2. Division or Bureau of Requesting Agency

Circuit Court No. 2

3. Authorization Requested (Check only one of the squares below).



A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1

MINUTES

Quantity: 3 volumes

Size: 13" x 18" x 2"

Dates: 1948...

File Arrangement: Chronological

This is a brief record of sessions of the court, giving date, name of judge, and date and hour of next session.

Circuit Court Number Two of Baltimore City was established by the General Assembly in 1888 (Laws of Maryland, 1888, Chapter 122) and was given concurrent jurisdiction in equity with the Circuit Court of Baltimore City.

RECOMMENDATION: RETAIN PERMANENTLY.

"

2

BOND RECORD

Quantity: 42 vols.

Size: 16" x 12" x 3"

Dates: 1902...

File Arr.: Chronological by date of filing

Index: Alphabetical by parties, direct and reverse

Copies of bonds of trustees and receivers in equity proceedings, giving name of the case, number, date, names of principals and sureties, amount of bond, date of bond, nature of trusteeship or receivership, signatures of principal and sureties, and approval by the clerk of the court.

RECOMMENDATION: RETAIN PERMANENTLY.

HALL OF RECORDS
COMMISSION
APPROVED

(continued)

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

7/31/64

Date

Maurice S. Pauloff

Archivist

Date

Leedman Shulchiff

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
3	CHANCERY RECORD Quantity: 1,230 vols. Size: 16" x 12" x 3" Dates: 1888... File Arr.: Chronological Index: Alphabetical by parties, direct and reverse; also in Index to Equity Cases (Item 7) This is a full record of proceedings of Circuit Court No. 2, sitting as a court of equity, giving the bill of complaint, subpoena and other process, decrees pro confesso, answers, pleas, demurrers, and final decree. It also contains foreclosure proceedings and bonds (1888-1902). RECOMMENDATION: RETAIN PERMANENTLY.	
4	CHANCERY RECORD, DIVORCE DECREES Quantity: 51 vols. Size: 16" x 12" x 3" Dates: 1908... File Arr.: Numerical, by docket number Index: Alphabetical by husband and wife, direct and reverse This record consists of copies of decrees in divorce proceedings, giving names of parties, docket number of recordation, date of decree, terms of decree, to whom the costs were charged, and signature of the judge. RECOMMENDATION: RETAIN PERMANENTLY.	
5	CHANCERY PAPERS, EQUITY Quantity: 228 metal cabinets, 464 file drawers (2,980 cu. ft.) Size: Legal Dates: 1888... File Arr.: Numerical, by case number Index: In Index to Plaintiffs (Item 8), and respective dockets This record series is composed of original papers and exhibits in equity proceedings, docketed in the various dockets and recorded in the Chancery Record (Item 3). RECOMMENDATION: RETAIN PERMANENTLY.	
6	DOCKETS OF CIRCUIT COURT NUMBER TWO Quantity: 222 vols. (See below) Size: c. 22" x 17" x 3" File Arr.: Chronological by case number Dates: (See below) Index: Thumb index, arranged alphabetically in front of each docket; also in Item 7, Index to Equity Cases (Defendants) 1. Equity Docket, Miscellaneous (1888...), 75 vols. 2. " " Divorces (1894...) 94 vols. (1888-94 in Equity Docket, Misc.) 3. " " Foreclosures (1926...) 36 vols. (1888-94 in Equity Docket, Misc.)	(continued)

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(cont.)	<p>4. Equity Docket, Adoptions (1947...), 4 vols. 5. " " Claims (1889...), 8 vols. 6. " " Support of Dependent (1955...), 3 vols. (Recipro- cals - Art. 89C, Annotated Code of Maryland, 1957 edition, as amended) 7. " " Paternity (1964..., 2 vols. (Laws of Maryland 1963, Chapter 722); indexed in Domestic Relations Division, Sched. , Item 4</p>	
	<p>This record series is composed of docket entries of proceedings in equity, giving a brief description of the papers filed, with the date, names of attorneys and of parties, case number, itemized list of costs and the date paid, and the liber and folio of recordation in Chancery Record (Item 3).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
7	<p>INDEX TO EQUITY CASES (DEFENDANTS)</p> <p>Quantity: 30 vols. Size: 21" x 18" x 3" Dates: 1888... File Arr.: Alphabetical by defendant</p> <p>This record series is an index to defendants in equity proceedings, giving names of the defendants and plaintiffs, volume and folio of dockets, and year docketed.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
8	<p>INDEX TO PLAINTIFFS</p> <p>Quantity: 1 vol. Size: 22" x 16" x 3" Dates: 1889... File Arr.: Alphabetical by plaintiff</p> <p>This is a record of payment of court costs when charged to and paid by the plaintiff, giving name of defendant, docket and folio of recordation, date of decree, and costs.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
9	<p>RELEASES OF TRUSTEES</p> <p>Quantity: 1 vol. Size: 15" x 12" x 2" Dates: 1895-1924 File Arr.: Chronological by date of recording Index: Alphabetical by trustee Annual Accumulation: Discontinued</p> <p>This record series is composed of copies of releases of trustees in equity proceedings, with receipts from complainants for money received, giving names of trustee and complainant, amount of money received, date of release, signature of releasor, acknowledgment before a justice of the peace, and signature of the justice. This record was merged with Chancery Record (Item 3) in 1924.</p>	(continued)

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9 (cont.)	RECOMMENDATION: RETAIN PERMANENTLY.	
10	<p>CASH RECEIPTS AND DISBURSEMENTS JOURNAL</p> <p>Quantity: 26 vols. Size: 17" x 19" x 3" Dates: 1898... File Arr.: Chronological</p> <p>This journal is a record of cash receipts and disbursements: <u>Receipts</u> - giving date, docket number, bill, title of case, total received, distribution by accounts, and amount deposited; <u>Disbursements</u> - giving date, check number, name of payee, amount and purpose.</p> <p>This is the book of final entry.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

APPROVED
HALL OF RECORDS COMMISSION